

# California Energy Commission



**CLASSIFICATION:** STAFF SERVICES MANAGER I  
(Pending DPA Approval)

**TENURE:** Permanent

**TIME BASE:** Full-time

**SALARY:** \$5,079 - \$6,127  
(Salary will be adjusted accordingly to comply with furlough program.)

**LOCATION:** Public Adviser's Office, Sacramento

**FINAL FILING DATE:** APRIL 17, 2009

## DUTIES/RESPONSIBILITIES:

Under the general direction of the Public Adviser, the incumbent will work to improve the public's awareness of the participation in the programs and activities of the Commission. The Public Adviser advises the public on how to participate fully and advises the Commission on the measures it should employ to assure open consideration.

The incumbent will assist the Public Adviser in monitoring, directing, and/or responding to inquiries from the public as well as in researching and evaluating activities and programs for improving public participation.

- ☐ Identifies interested and affected public and recommends to the Public Adviser opportunities to improve public participation, including, creating/expanding mailing lists for various projects/programs at the Commission and developing and updating template responses to the most frequently asked questions by the public. Assists the Public Adviser in reviewing existing and proposed regulatory/statutory changes being sensitive to public participation/policy issues and recommending steps to protect due process; reviewing and updating the Siting Process Guidebook.
- ☐ Researches, analyzes, and makes recommendations to the Public Adviser about developing public participation policy and the appropriate tools to help Commission staff and managers implement the policy. Researches and evaluates the Commission's public involvement activities and other states' public participation processes to identify best practices.
- ☐ As directed by the Public Adviser, attends hearings, workshops and other meetings to ensure that full and adequate participation by members of the public is secured.

**RPA#130-683**

**1300-4800-003**

**OK JG 4-3-09**

- ☐ Reviews docketed materials and information from other agencies, and identify issues which may have impact on, or be of interest to, the public at large for Public Adviser's action. Understands and properly refers public participation issues under the American with Disabilities Act (ADA).

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- ☐ Ability to work independently.
- ☐ Ability to communicate complicated information in a simple, consumer-friendly manner.
- ☐ Superior communication and writing skills.
- ☐ Excellent facilitation and organizational skills.
- ☐ Excellent interpersonal skills.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Training & Development Assignments may be considered. Please indicate your eligibility for this classification on the state application form, STD. 678.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Laura Murphy RPA#130-683  
Public Information Office  
California Energy Commission  
1516 Ninth Street, MS 12  
Sacramento, CA 95814  
(916) 654-4489

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922